



Texas Board of Professional Engineers
Engineering For A Better Texas



Texas Board of Professional Engineers Professional Licensure

Webinar
October, 2014

Engineering for a better Texas

Welcome

- Lance Kinney, P.E.
 - Executive Director
 - Lance.Kinney@engineers.texas.gov
- David Howell, P.E.
 - Deputy Executive Director
 - David.Howell@engineers.texas.gov

Webinar Info

- Webinar audio can be through your computer speakers or through the phone.
- All attendees will be in Listen-only mode.
- Questions will be handled in writing through the webinar software and answered by the presenter.
- If there are questions, not addressed, please email the presenter.
- During the presentation, use the Question feature in the webinar software, not the chat feature or the hand raising feature.

Welcome



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- Executive Director
- Lance.Kinney@engineers.texas.gov



- David Howell, P.E.
- Deputy Executive Director
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Agenda

- Overview of Engineering Practice Act
- Benefits of Licensure
- Exams / CBT
- Application Process

Who is the TBPE

- Created by Texas Legislature (45R) in 1937
 - New London School Explosion
- Established to Protect the Public
 - Licensing Engineers
 - Enforcement of Engineering Practice Act
 - Requiring Continuing Education
 - Educate – PEs, Officials, Potential PEs, Public
- Board Interprets and Implements Act through Rules



1937

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Protect the Public

Licensing Engineers

- The 3 “E”s of licensure
 - Education
 - Experience
 - Exams
- Engineering Competence is gained by Education and Experience; Measured by FE and PE examinations

Public Perception

Did you know???

- Only about 20% of US engineers are licensed.

Bureau of Labor Statistics (2013)

- 178,000 engineers in Texas (20% w/ Active licenses)
 - Civil – 23,500 in Texas (70% w/ Active licenses)
 - Petroleum - 20,000 in Texas (11% w/ Active licenses)
 - Industrial - 15,000 in Texas (2% w/ Active licenses)

Engineering for a better Texas

Benefits of Licensure

- Serves as a protection of public health, safety, and welfare.
- It shows you have accomplished a recognized standard.
- Makes you equal with other professionals. Many other professions require that you are licensed to practice.

Benefits of Licensure

- Sets you apart from others in your profession.
(Marketability)
- “Portable” credential you can keep throughout your career.
- Law - Only Licensed Engineers Can Offer Services to the General Public
- Required for Some Positions

Benefits of Licensure

- Much More than Just Passing an Exam!
- Increased Responsibility and Authority.
- You Will be in Responsible Charge of Your Engineering Projects.
- You Will be Held Accountable for Your Actions as an Engineer.

Standard Licensure Process Flow

- 4 Year Degree
- FE Exam
- Work Experience
- Apply for licensure and permission to take PE Exam
- PE Exam
- PE License

Requirements for Licensure

- Education
- Experience
- Examinations

Education

- EAC/ABET Accredited Engineering Programs
 - Degrees approved for Canadian Licensure, Washington Accord, and CAEI (Mexico) are considered EAC/ABET equivalent
- Non-Accredited Programs Including Non-ABET Engineering Degrees and Related Science degrees (Math, Sciences, ETAC/ABET Engineering Technology)
- Information concerning ABET accreditation available at www.abet.org.

Experience

- 4 Years of creditable engineering work with ABET Accredited engineering Degree or equivalent
- 8 Years with Non-Accredited Degree or qualifying Related Science degree
- Board Rule 133.43 for Evaluation criteria and guidance
- 1 year experience credit for an advanced engineering degrees from ABET accredited programs with undergrad in engineering.

Examinations

- Fundamentals of Engineering (FE)
- Principles & Practices of Engineering (PE)

FE - Computer Based Testing

- All FE exams starting January 1, 2014
- Continuous Registration
- Register at www.NCEES.org
- Price \$225
 - includes test center seat, examination, and results release
- Testing windows
 - January–February, April–May, July–August, October–November
- Pearson VUE testing centers
- NCEES will release results directly to examinees within 7–10 days.

CBT FE Exam - Format

- 110 questions
- 6-hour test center appointment
 - Tutorial–8 minutes
- Maximum Exam time–5 hours, 20 minutes
 - Scheduled break–25 minutes
- Exam and searchable reference on computer / Split screen
- Specific Approved Calculators
- Security – No Other Books or References, phones, iPads, etc.

NCEES CBT Resources

- www.NCEES.org
- CBT exam-day experience video release
- Short “how to” videos
 - How to search the FE Reference Handbook
 - Hotkeys
 - Onscreen calculator
 - Reusable booklet for scratch work
 - How to flag items for review

Engineer in Training Certification

- Some Employers Want EIT Certification. Demonstrate Applicant is on the Path to Licensure
- Optional – Not Required for PE exam.
- Procedure:
 - Application form and \$15 fee
 - Official Transcripts (degree evaluation, if foreign)
 - Exam Verification if taken outside of Texas

PE Exam - Format

- Paper and Pencil
- Four Texas exam sites
- Multiple Choice (except Structural Exams)
- 80-100 Questions Total
- Breadth Section ~ 40 questions in morning session (same for all examinees in discipline)
 - Civil, Mechanical, etc.
- Depth Section ~40 questions in afternoon session (depend on module selected)
 - Civil/structural, Civil/environmental, Civil/water resources, etc.
- OPEN BOOK!

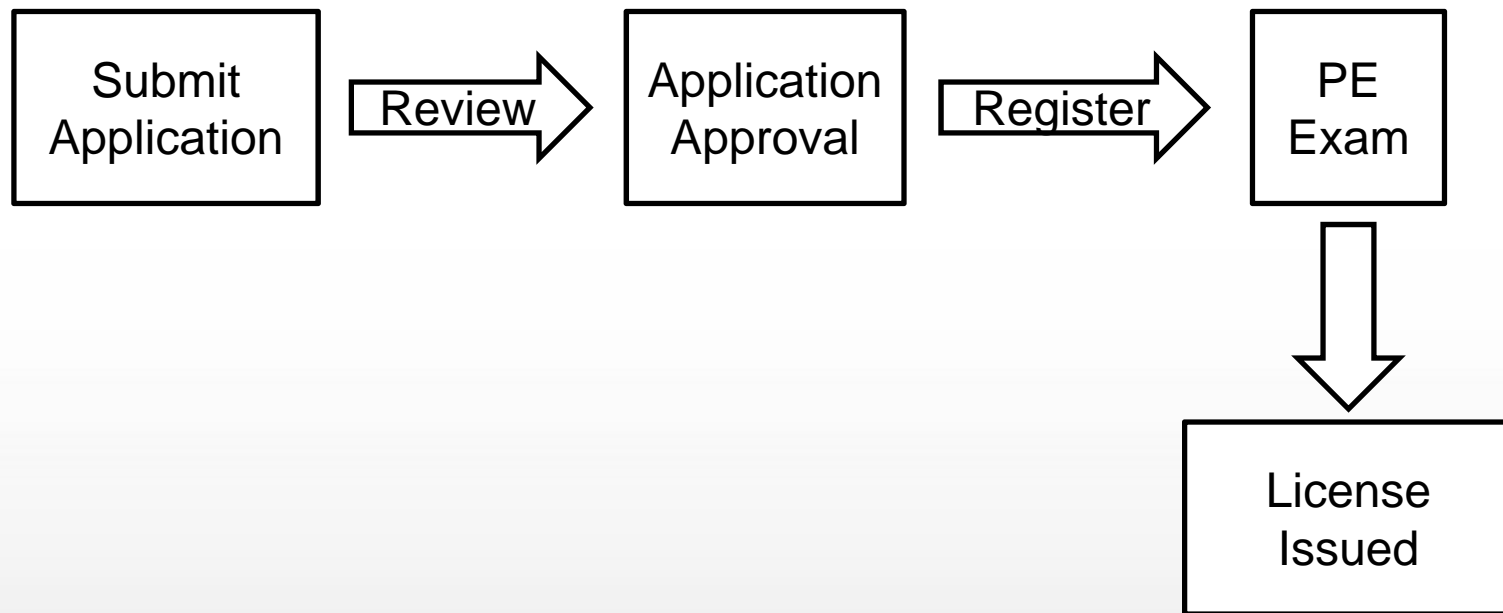
PE Exam

- PE Exams are offered twice per year (April / October)
- Register through NCEES after approval of Application (www.NCEES.org)
- Registration open ~6 months before exam
- Be aware of registration and application deadlines!
- http://engineers.texas.gov/lic_exam_dates.htm

Exams

- FE Exam – no application. Just sign up. Must be within 2 semesters of graduating.
- FE Exam – may take as many times as necessary.
- **PE Exam – must apply to board first.**
- **PE Exam – may take 4 times (consecutive opportunities).**

Application Process

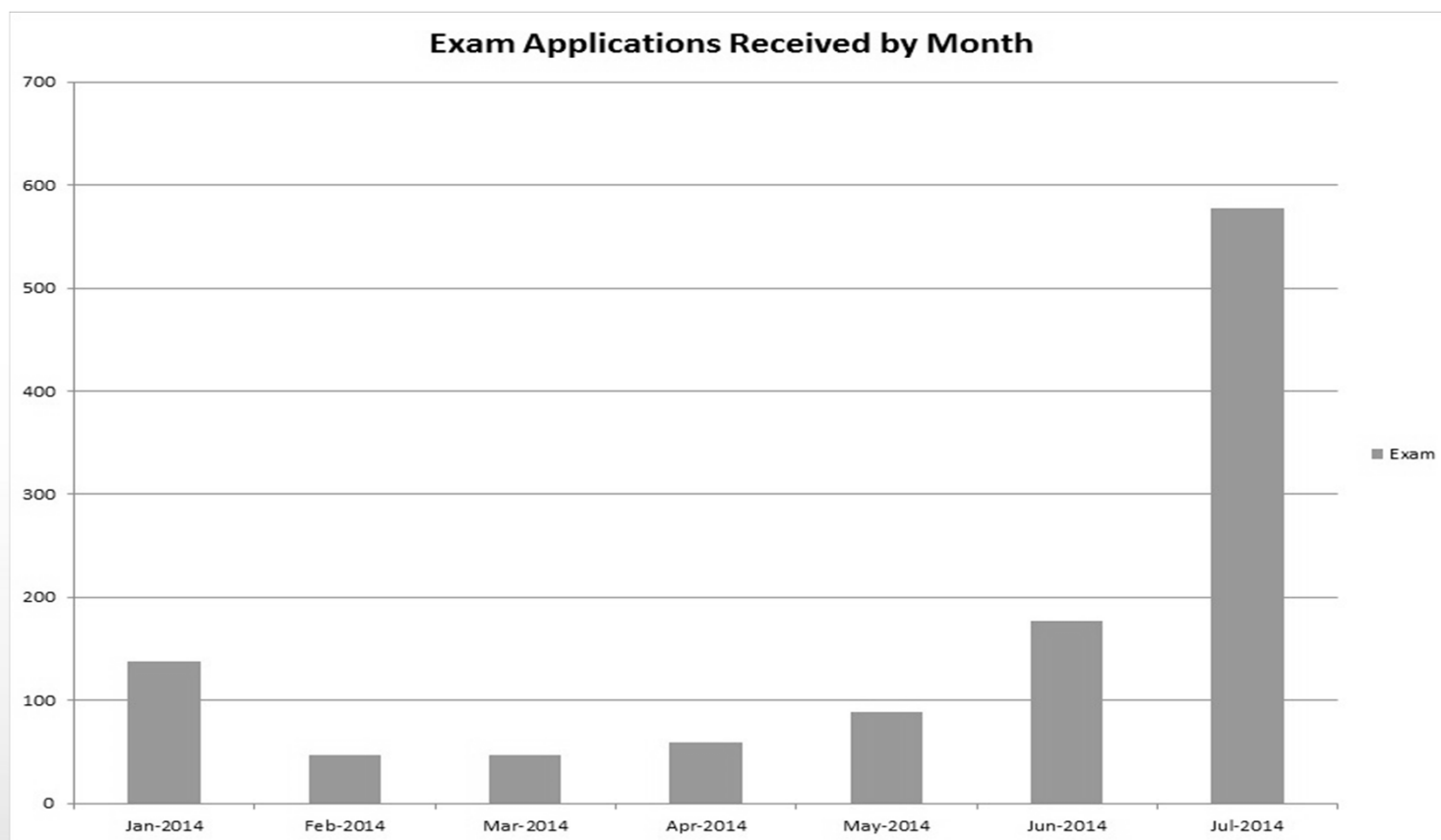


Application

- <http://engineers.texas.gov/>
- One application for Licensure and to take PE Exam
- Online or Download forms
 - Online – credit card fee payment
 - Download and mail with check
- Apply as soon as possible – Don't Wait!
 - No need to wait for the deadline
 - Avoid the workload surge



Application



Engineering for a better Texas



Application

The screenshot shows a web browser window with the address bar displaying "engineers.texas.gov/lic_app.htm". The page header features the TBPE logo and the text "Texas Board of Professional Engineers Engineering For A Better Texas". A navigation menu includes links for General, Board, Enforcement, Licensing, Windstorm, Exams & EITs, P.E.s, Firms, and Roster Search.

P.E. Application Process

[Are You Qualified?](#)
[Criminal History Record Check](#)
[Application Flowchart](#)
[Application Process](#)
[Paper Forms](#)

The process of applying for licensure is rather time-consuming and you should give yourself plenty of lead-time prior to the date that you wish to have the application submitted. Once the complete application is submitted, the average processing time for applications is four to six weeks, depending on the adequacy of your submittal. If the Board permits you to take the PE examination, you will be allowed to pay the examination fee and schedule the next examination before the deadline. These deadlines are about 8 weeks before the examination ([Click here for exam dates and deadlines](#)).

An application for a license from a military spouse shall be processed and reviewed as soon as practicable in accordance with the applicable Board rules. If this applies to you, please notify us in writing with your application.

Note that the process described below is the STANDARD application process used to apply to take the PE exam or if you already have taken the PE exam and are licensed in another state. There are different application processes for [Engineering Educators](#) and for [International Licensure](#).

For more information about licensure, visit the [Licensing Information page](#).

Are You Qualified?

The first step to applying is to make sure you are qualified to apply.

Resources

- [Outreach Scheduling](#)
- [Exam Information](#)
- [Disciplinary Actions](#)
- [Download Forms](#)
- [PE/EIT Address Changes](#)
- [NCEES](#)
- [Law and Board Rules](#)
- [Fees](#)
- [Public Information Requests](#)

On the right side of the page, there are buttons for:

- APPLY for PE License
- RENEW/UPDATE PE License (ECHO)
- APPLY for Firm Registration
- RENEW/UPDATE Firm Registration (ECHO)
- FILE a Complaint
- SEARCH the Roster

The Windows taskbar at the bottom shows the date and time as 10:27 AM on 9/27/2014.

Engineering for a better Texas



Online Application

The screenshot shows a web browser window with the address bar displaying <https://engineers.texas.gov/app/eb04/index>. The page title is "Application Overview".

Application Overview

Now that you have indicated you are eligible for licensure, the next step in obtaining an engineering license in Texas is to fill out the following application form. Just click on any section name to get started. Once you've filled everything out you can pay for your application online. After you have submitted and paid for your application we will provide you with a PDF version of your application form for your records.

If you need to take a break you can log out and come back again later. Just make sure to remember the email address you registered with! The system will keep your answers around for 30 days. After 30 days of inactivity your application information will be purged and you will have to start over. Note that once your application is submitted and paid it will go into our internal system as part of your record with the Board.

New Criminal History Record Check Requirement

Beginning January 1st, 2014, the TBPE Law and Rules now require all applicants to undergo a criminal history record check. You use your applicant number on the FAST form. Please visit our [FAST form builder page](#) and enter your applicant number where noted (we will fill it out for you on this form). Your FastPass applicant number will be: PE-A1004753.

Click on a section name to proceed

Section Name	Status
Full Legal Name	please review
Unique Identification	please review
Contact Information	please review
Residency	please review
Type / Branch	please review
Texas Licensure	please review
Other Licensure	please review
Criminal Record	please review
Examinations	please review
Education	please review
Work Experience	please review
Affidavit & Comments	please review

You have 12 section(s) left to complete. You must complete every section before submitting your application for review.

Our mission is to protect the health, safety, and welfare of the people in Texas by regulating the practice of engineering through licensure of qualified individuals and compliance

A large grey arrow points from the "Status" column towards the "Section Name" column.

The Windows taskbar at the bottom shows the date and time as 10:46 AM 9/27/2014.

Engineering for a better Texas

Online Application

Click on a section name to proceed

Section Name	Status
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Affidavit & Comments	please review

Application

- Identification Information
- Qualifications Summary
 - Complete the application
- No hand-written applications
- Exam waiver requests
- Engagement List
 - All periods of employment or unemployment in chronological order since your first degree
 - Engagement Number will be used on other application documents.



TBPE Application for Licensure David Howell

EXPERIENCE

List below in chronological order, all places of employment or unemployment, starting with the receipt of your first engineering degree, **accounting for all periods of time**. Your earliest employment is Engagement 1, etc. An engagement is one employer. A change in employer is a new engagement. DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. **DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

the present date under "To" on latest engagement. **DO NOT** use **"present"**.

#	Dates	Engagement	Experience (years & months)	Contact
1	From: 05/01/1989 To: 12/31/2000	Firm: ABC Company Position: Engineer Address: 12345 Main, Nowhere, Texas	Engineering: 9y, 1mo Non-Engineering: 2y, 6mo	Name: John Doe Phone: 512 123 4567
2	From: 01/01/2001 To: 04/31/2001	Firm: unemployed Position: Address:	Engineering: Non-Engineering: 0y, 4 mo	Name: Elizabeth Howell Phone: 325 123 9876
3	From: 05/01/2001 To: 10/14/2014	Firm: DEF Consulting Position: Partner Address: 999 Home St, Earth, Texas	Engineering: 13y, 5mo Non-Engineering:	Name: Jane Smith Phone: 210 987 1234
4	From: To:	Firm: Position: Address:	Engineering: Non-Engineering:	Name: Phone:

Application

Education Documentation

- Transcripts
 - Originals Directly from Institution for each engineering degree (for any Institution with 15 semester hours)
- Foreign Degree Evaluation (non-ABET, not Washington Accord)
 - Five Board-approved evaluation companies
 - http://engineers.texas.gov/lic_eval_toefl.htm
- If previously submitted for EIT in Texas, no need to resubmit

Application

FE Exam Waivers – Board Rule 133.69

- Board Discretion, not Automatic
- Additional progressive Engineering Experience required
- Additional favorable PE references required
- May not request within 2 years of failing

Application

- Supplementary Experience Records
- Reference Statements
- Ethics Evaluation
 - Online and paper versions available
 - For online, submit the passing results page
 - 90% passing score required
- Fees
 - Application Fee \$80 (paid with application)
 - Professional Fee \$200 (paid when license is ready to be granted)

Supplementary Experience Record (SER)

- Detailed description of engineering work
- Distinguish work personally performed from group efforts
- Project record or diary
- Form is available on TBPE Website



Page ____ of ____ pages

**Texas Board of Professional Engineers
SUPPLEMENTARY EXPERIENCE RECORD**

(Refer to the instructions and example provided before completing this form. Only one copy of this form has been provided. Please make additional copies as required.)

Applicant's Full Name: _____
Applicant's Date of Birth: _____



Description of Engineering Performed

Engagement #: _____
From (date): _____
To (date): _____

Name of Employer and Location: _____
Engineering Supervisor's Name(s): _____

Describe:

I certify that the above supplementary experience record is true and correct to the best of my knowledge.

Reference Provider's Signature

Date

Applicant's Signature

Date

Supplementary Experience Record (SER)

- Experience can be obtained in Texas, other States, or Overseas
- Internships, Co-ops may be creditable if More than Three Months in Duration (Board Rule 133.43(b))
- No credit for time associated with obtaining education
- No credit for Teaching Assistant work

PE References

- 3 PE References Required for your Work Experience
 - 5 for a waiver of the FE
- Minimum 1 PE Reference for each engagement
 - All claimed engineering experience
- Fill out form / Sign SER pages
 - Must address Personal Character, Readiness for Licensure and vouch for the Engineering Experience
- Can be licensed in any state / May be inactive



Texas Board of Professional Engineers
REFERENCE STATEMENT

(BEFORE COMPLETING THIS FORM, PLEASE READ THE REFERENCE STATEMENT INSTRUCTIONS.
ONLY ONE COPY OF THIS FORM HAS BEEN PROVIDED.
PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS REQUIRED.

TO BE COMPLETED BY APPLICANT

Verification for employment engagement # _____
Firm/Company Name: _____
From (Date): _____
To (Date): _____
Applicant's Full Legal Name: _____
Applicant's Date of Birth: _____

TO BE COMPLETED BY REFERENCE PROVIDER

Note: Please refer to Sections 133.51, 133.53 and 133.55 of the rules. Reference statements are confidential and not subject to release to the applicant nor the Texas Public Information Act. You may attach a page on which to provide more information.

Reference Provider's Name (Typed or Printed): _____
Employed by (Include City, State & Zip): _____
Business Title: _____
Business Phone: _____

My current state of primary licensure is: (State): _____
P.E. No.: _____
Expiration Date: _____

Other Professional Engineer Licenses Held: _____
(If licensed PE in state other than Texas, provide copy of pocket card or other verification)
State: _____
No.: _____
Expiration Date: _____

Reference Evaluation is: ☐ Character & Personal Knowledge of Work Described in of SER
[Be sure to sign the SER]

☐ Character & Review of SER only for Purpose of Reference Statement
[Be sure to sign the SER]

1. How long have you known the applicant? _____

2. Are you related to the applicant? ☐ No ☐ Yes
If so, how? _____

3. Was/is your relationship with the applicant ☐ Personal? ☐ Business?
Please explain: _____

Dates of business relationship:
From: _____ To: _____

4. The Texas Engineering Practice Act states that a person seeking to obtain a license to practice professional engineering shall provide evidence of good professional character and reputation which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of clients and the public in any practice setting. Such evidence shall establish that the person is able to distinguish right from wrong, is able to think and act rationally, is able to keep promises and honor obligations, and is accountable for his/her own behavior. How would you describe the applicant's character and reputation?

5. Do you know of anything that would negatively affect the applicant's ability to practice as an independent professional engineer? ☐ No ☐ Yes If yes, explain:

6. What have you observed that convinces you that the applicant (has/has not) adequately applied engineering education, training, and experience in the practice of engineering?

7. Do you believe that the applicant's experience was sufficiently complex and diverse, and of an increasing standard of quality and responsibility, to provide sufficient professional growth for the applicant to be recommended for a license? ☐ No ☐ Yes
Please explain and add additional comments:

8. Based on your knowledge and observations, do you believe that the applicant has reached a level of competency to be placed in responsible charge of engineering work in his/her discipline? ☐ No ☐ Yes
Please explain and add additional comments:

Reference Provider's Signature: _____
Date: _____

PE References

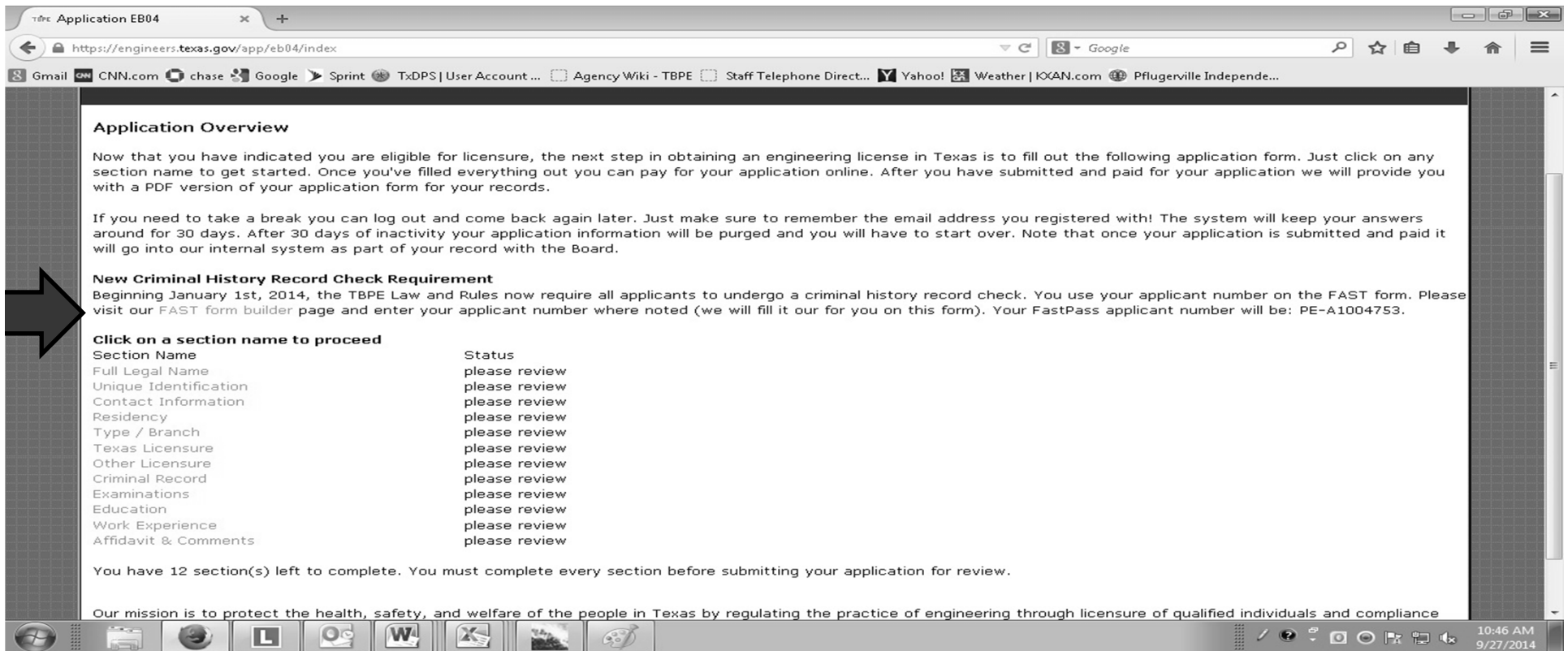
- All references are confidential
- References can be directly sent to the board or collected and sent with the application
- Keep track of names, contact info for possible PE references
- It is possible to get a reference in advance (from a job you have left, etc.)
- You can have a PE review prior work if no current PE is available

Application

- Other
 - Criminal History Records Check
 - Requires FAST form and Applicant Number
 - Documentation of English Proficiency
 - If education was not in English
 - Verification of Examinations (if taken in another state)
 - <https://verify.ncees.org/>



Application



Application Overview

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Our mission is to protect the health, safety, and welfare of the people in Texas by regulating the practice of engineering through licensure of qualified individuals and compliance

10:46 AM
9/27/2014

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Texas Board of Professional Engineers - FAST

https://engineers.texas.gov/fast_app.php



[General](#) [Board](#) [Enforcement](#) [Licensing](#) [Windstorm](#) [Exams & EITs](#) [P.E.s](#) [Firms](#) [Roster Search](#)

Get your FAST form

Have you already submitted your PE application, and now you just need to get your FAST form? Then please check your [application status](#) to get your Applicant number and FAST form.

If you haven't applied for licensure yet, you can [apply here](#). Once you do that, you'll get an Applicant number and will be directed back here to get your FAST Form.

If you already have an Applicant number, please enter it and your last name below.

Applicant Number: A1004753 (example: A1001234)

Last Name: Howell

In Texas or Out of State?: ☒ In Texas ☐ Out of State

[Get FAST Form](#)

For more details on the Criminal History Record Check requirement, please check out our [Criminal History Record Check overview page](#).

Our mission is to protect the health, safety, and welfare of the people in Texas by regulating the practice of engineering through licensure of qualified individuals and compliance with the laws and rules.

1917 S Interstate 35, Austin, TX 78741 | Phone: 512-440-7723 | Fax: 512-442-1414 | info@engineers.texas.gov

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Engineering for a better Texas



IN STATE APPLICANT

Texas Board of Professional Engineers

This document is your FAST Fingerprint Pass for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check. These data elements have been omitted from this document in order to better protect the security of your personal information.

You may pay for FAST services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: Texas
3. Select: Online Scheduling
4. Select: English or Espanol
5. Enter: First and Last Name
6. Select: Texas Board of Professional Engineering
7. Enter: PE-A1004753
8. Follow the prompts to enter requested information.
9. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

ORI#: TX923854Z Application ID: PE-A1004753 Original TCN: _____
(if resubmission for rejected fingerprints)

Agency/Entity/Organization Name: Texas Board of Professional Engineers

Section Two: Applicant Name (To be completed by applicant)

Last: Howell First: David Middle:

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5 USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken: _____ Amount Charged For Service: \$41.45

Paid by: ☐ Check ☐ Money Order ☐ Visa ☐ Mastercard ☐ Billing Acct _____

TCN: _____







I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ E.A. Signature: _____

Update on NCEES

- CBT Implementation for FE working toward PE
- PE Exam changes
 - Software Engineering
 - Exam restructuring
- Some US states allowing early PE exam
- Industry Exemption discussions
- August 2014 - BS+30/Masters Or Equivalent concept removed from Model law to be a Position Statement

Social Media

- Facebook: Texas Board of Professional Engineers 
- Twitter: TBPE_Exec 
- LinkedIn: Texas Board of Professional Engineers 
- RSS Feed available on our website:
engineers.texas.gov 

We want to hear from you

- How did we do today?
- How are we doing in general?

<http://engineers.texas.gov/outreachsurvey>

<http://engineers.texas.gov/feedback>

Contact TBPE

- 1917 S Interstate 35
- Austin, TX 78741
- Phone: 512-440-7723
- Web: <http://engineers.texas.gov>
- Licensing@engineers.texas.gov